

County of San Luis Obispo

Juvenile Hall Handbook

INTRODUCTION

When you first arrive here at Juvenile Hall, you will be booked into custody by a Juvenile Services Officer (JSO). At that time you will go over some paperwork (including rules and expectations) with the officer. All of your property will be taken from you and clothing will be washed and placed in a locker. You will be showered and given Juvenile Hall clothing to wear. Juvenile Hall staff will explain your rights, and you will be offered the opportunity to make two (2) phone calls.

Juvenile Services Officers are sworn Peace Officers in accordance with 830.5 of the penal code. This means that they have similar rights and powers as do police officers on the street, and you will want to obey their directives.

While you are in Juvenile Hall, you must not participate in any gang related behavior and you must obey all instructions given (written and verbal) by all Juvenile Hall Staff. It is very important that you follow all staff instructions for your safety and the safety of others.

If it is necessary for you to stay in Juvenile Hall, you will be assigned a court date. You will appear in court within 48 to 72 court hours from the time you are booked into custody. Your parents will be notified of your court date as well as your attorney. If you don't have an attorney, one will be assigned to you as well as a Probation Officer / Intake Worker. A JSO will be available to help you get answers to any questions you may have and introduce you to programs that are available in Juvenile Hall. Feel free to ask a JSO about any question or concerns.

RULES

You are expected to follow all rules and regulations. By following the rules, you will receive privileges and by failing to follow the rules, you will lose privileges. Some broken rules may result in new charges being filed against you. If you have any questions about these rules, please discuss them with the staff.

First rule to remember:

Staff directions (written, verbal or implied) must be quickly and respectfully obeyed. Failure to do so will result in loss of privileges or reflection time, or the use of force.

Communication:

Communicate only with minors who are out on the unit with you. Use appropriate and respectful language at all times. Gestures with sexual, gang, or derogatory overtones are not appropriate. Profanity will not be tolerated while at Juvenile Hall. While you are in your room you may talk quietly with your roommate only. Yelling, banging, whistling, singing, loud enough to be heard from your room will result in a loss of privileges. Do not communicate with minors through doors, vents, windows, verbally or with gestures. Note passing or hand signs are not allowed.

Fighting:

Fighting will not be tolerated. Any minors involved in fighting will be isolated from the population. Fighting will result in loss of privileges and/or the use of force, and may result in the filing of new charges. Do not threaten to assault staff or minors, jokingly or otherwise.

Clothing:

T-shirts must be worn and tucked in at all times. No layering of clothes, except when a sweatshirt or summer shirt is worn over a T-shirt. Pants should fit properly; this means they should not sag below the waistline and if they are too long they must be rolled up so they don't drag on the ground. You must exchange your pants twice a week on the designated clothing days. Pant legs may never be tucked in to socks, unless in the kitchen or on the yard as approved by staff. Shorts may not be worn on the units or under pants. Shorts, pants or sweats must be worn at night and you must have a shirt on at all times unless you are in a bathroom with the door closed. You must always wear your shoes while on the unit. Shower sandals are only to be worn inside the bathrooms while taking a shower.

Rooms:

You are responsible for the condition of your room. Your bed is to be made before you leave your room at all times. A combination of four books or magazines and one Bible are allowed in your room. The door window, outside window, speaker and room lights are not to be covered. Do not

tamper with locks, light fixtures, speaker or air vents. Do not hang anything in your room. All rooms will be cleared for “tagging”, vandalism and unauthorized items before you are assigned to a room. It would be wise to notify staff if tagging or vandalism is found when you are assigned to your room. Only go into your assigned room and no one else’s. Stay away from the doors and windows of other rooms. If you are in your room during an outside activity, do not make any visual or verbal contact with the minors outside.

Smoking and contraband:

Contraband is anything not issued or cleared by staff. Matches, cigarettes or any other contraband is prohibited.

Moving between units:

When coming out or entering your room, crossing between units or to the yard, during meal count, or at anytime staff directs you to be in a “movement procedure”. You must have your hands behind your back and NO communicating or any sort is allowed during a movement procedure. This means no questions should be asked of an officer after a movement procedure has begun. Once you are in your room with the door closed behind you, you may make a request of staff. Talking during movement procedure may result in a loss of privileges and / or reflection time. When you cross to another unit, you must say, “CROSSING”, loud enough to be heard by staff. When crossing between units, it is considered a “movement procedure”.

Showers and bathrooms:

Ask staff permission before entering a bathroom. When exiting. Ask a JSO if you should leave the door “Open or Closed”. In the morning, you will have 5 minutes to use your hygiene tray and return to your room. In the evening, you have 10 minutes to shower, use your hygiene tray, and return to your room. Staff will be conducting 5 minute visual checks during showers. Shower sandals are never to be worn on the unit. Showers will be in the evening activity time, as designated by staff.

Mealtime:

If you eat meals up at the dining table, you must follow the dining rules posted on each unit. If you don’t know the rules it is important that you ask the staff where you can find them. Your privilege of eating up on the unit depends on you being able to follow the rules. Coming up for all meals as well as going down after meals are always considered a movement procedure and must be done quickly.

Escape, Escape Attempt, talk of Escape:

Escape is taken very seriously at Juvenile Hall. You will lose privileges if you make any reference to escaping. Do not joke about escaping. All references towards escape will be taken seriously.

Juvenile Hall Property:

Destruction of any Juvenile Hall property is considered a Violation of Section 594 of the Penal Code of California. If you damage property you may be charged with a new offense, billed for damaged property, and/or placed on room confinement.

Self-Mutilation:

Using any type of instrument to mark your skin is not allowed. Picking at sores and/or scabs is not allowed.

Graffiti:

It is expected that all surfaces at Juvenile Hall will be free of graffiti. Any markings that can be identified as belonging to you will result in disciplinary action. This may include room confinement and/or new charges being filed against you.

Recreation:

Participation in recreational activities is expected. While outside, you must stay 3 feet from the fence and within hearing range of staff at all times. If you are in a large group of minors, staff may direct the group to break up into smaller groups.

Gang related behaviors:

Juvenile Hall is a neutral facility. Claiming of territory by use of hand signs, graffiti, verbal admissions to other residents, clothing styles designating affiliation, or gang-affiliated writings will not be tolerated. This also includes anything staff designates as gang affiliated or related behavior. If you persist in gang related behavior, or your association with other gang-affiliated persons jeopardizes the safety of officers or other minors in custody, you will be violating the rules of Juvenile Hall. The Probation Department will pursue the filing of new criminal charges and/or Probation Violations.

SERVICE REQUESTS

Juvenile Hall uses a form called “Minor Request”. You can use a white Minor’s Request form if you want to talk to your intake worker, caseworker, probation officer, lawyer, shift leader or a supervisor. This form may also be used to request room changes, roommate or for general questions.

If you need medical care notify staff immediately, then fill out a (gold) Minor’s Request form for the nurse.

SLO County Mental Health therapists provide counseling services. Services may include: mental health screening and evaluations, individual and group therapy, psychiatric and medication evaluations provided by a psychiatrist, and crisis intervention. In some circumstances, therapists are required to share information about you with probation staff. We must report all suspected abuse of children, dependent adults, and elders as well as any plan to seriously hurt yourself or others. If you would like to see a counselor please fill out a purple minor’s request form and you will be contacted as soon as possible.

REMEMBER

Juvenile Service Officers are Peace Officers. Threatening to harm them or actually harming them is a felony.

The staff at the Juvenile Hall may use a chemical agent called OC, or pepper spray, when someone becomes a risk to staff, self, facility or other minors. This chemical agent causes pain and discomfort until the area is decontaminated. Staff will decontaminate the minors after the minor complies with staff directives. Also, each unit has a warning sign posted explaining that OC may be used and describing its effects.

It is important to remember that when you are booked into Juvenile Hall, after staff reads you your rights, anything you say to staff about your arresting offense may be reported to the court. It is important not to talk with other minors regarding your crime or why you’ve been brought to Juvenile Hall.

If you are told to go to your room by a Juvenile Hall staff person, you are to follow the staff person’s directives immediately. Failure to do so can result in loss of privileges, and/or a use of force.

If you are involved in criminal behavior while in the Juvenile Hall, (assault, vandalism, ect.) you could be charged with an additional crime.

CLASSIFICATION

All minors at Juvenile Hall are classified into five levels. Each level can also have an additional category attached:

M--Modified Program

R—Restricted Status

Each of these has certain limitations to them, and is based upon your charge (current or past) as well as your behavior at Juvenile Hall. Any of these statuses may be changes during the time you are at Juvenile Hall

LEVEL SYSTEM

Level I

If the minor does not require urgent medical care and is not in need of substance detoxification AND-minor has just been booked in and is in need of a period of observation and assessment OR-minor has received an incident report; he/she will be placed on level I. Minor does not participate in regular program and will be offered all of the following: bed and bedding, daily shower, access to bathroom facilities, personal hygiene items and clean clothing; full nutrition; contact with parent and attorney; exercise (one hour out with the general population, unless supervisor specifies otherwise); medical services and counseling; religious services; the right to send and receive mail; educational materials; a combination of books and magazines that equal no more than 4 and 1 bible; cloth nerf ball is distributed to a minor when booked in unless minors is combative, under the influence of alcohol/drugs or is non-compliant; lights out at 9:30pm.

Level II

Minors may be advanced from level I to level II after 24 hours on level I. Minors on level III may also be reduced to level II for violating a Juvenile Hall rule. A minor on level II gets all the level I rights and can have the following items in room: letters that are kept in a folder; meals are eaten in their room; out of your room during school and afternoon activity time and in your room in the evening. Dinner-bedtime. Lights out at 9:30.

Level III

Minors on level III have met basic behavioral expectations while on level II for at least two days. EXPECTATED BEHAVIORS-Throughout the day: bed is made with few wrinkles; clothing in room is folded; communicates in a respectful manner; gets along with others; requires no more than average amount of supervision; participates in all regular program activities; does little complaining; responds positively to staff instructions; does work as required; follows safety directives; clothing worn properly and neatly; hygiene and grooming acceptable. Level III minors get-all level II rights;

meals eaten at the dining table with other minors; out for school and activity time during the day and evenings; 9:00 pm lights in your room turned off at 9:30 pm; kitchen duty if eligible. Minors on level III for at least seven days and have exceeded all expected behavior, may be advanced to level IV.

Level IV

Expected behaviors: All level III behaviors, plus: throughout the day, clothing in room neatly folded, bed is neatly made, floor in room clean papers and books, walls in room clear of dirt and marks; follows all staff directions; follows all Juvenile Hall rules; actively participates in available programs; stays in assigned areas; is courteous and respectful to ALL others; assists staff in programs; displays positive influence on peers; maintains Juvenile Hall property well; is punctual; handles all disagreements with staff maturely and courteously; does work assignments well; volunteers for duties; clothing is neat and fits properly; hygiene and grooming done as required; all hygiene applied in bathrooms only; does all school work, raises hand, turns in work; cooperative and helpful in school; actively participates in PE, shows effort and follows teacher directions promptly. Level IV minors get: all the level III rights: level IV/V peer party attendance; one 5-minute non-collect call per day to a family member (to be dialed by staff); 9:30 pm lights out on weeknights and 10:00 pm on weekends; radio on in your room until lights out; pair of upgraded shoes while on level IV.

Level V

Minors on level 4 for at least 7 days AND have generally shown outstanding behavior and attitude may be advanced to level V. Expected behaviors-All level IV behaviors, plus shows pride in room; complies with ALL room rules and regulations; volunteers for extra chores; uses proper and respectful language; displays positive leadership, only takes 5 minutes for morning hygiene; takes responsibility for own behaviors; does an excellent and thorough job on chores and work assignments; shows pride in his/her work; requires little supervision in kitchen or during other work assignments and chores; always uses hygiene tray when offered; cares about appearance; hygiene tray always neat, clean and organized; leaves bathroom in order; role model for other students in school; group leader for PE; asks for and completes extra credit assignments and self-directed in school. Level V minors get: all level IV rights; allowed to choose one of the Juvenile Hall meals for the week (from approved list); nerf basketball and hoop; minors may wear their own clothes immediately (with staff discretion of the JSOIII or Supervisor); minor will receive 2 pairs of pants, 2 tops, 7 pairs of underwear and 6 pairs of socks-after maintaining a level V for two weeks; may keep upgraded shoes.

Time Frames

Assessment/reassessment intervals for level promotion: Situation: new booking or incident report where charges are not filed. Level I: every 24 hours; Level II: every 48 hours; Level III: every 7 days and level IV: every 7 days. Situation: Incident report where charges ARE filed. Level I: up to 72 hours; Level II: every 5 days; Level III: every 7 days; Level IV: every 7 days.

NOTE: Any Juvenile Services Officer may, at any time, place a minor on Level I due to an incident report behavior. Minors remain on Level I until the shift leader determines they are appropriate to move to Level II. Decisions about placing a minor on a 1:1 program and taking a minor off a 1:1

program are to be made by supervisors only. Minors must remain on Level I while they are on a 1:1 program.

“R” and “M” Designation

Minors who pose a safety or security risk at the Juvenile Hall will be given an “R” status, regardless of their level. Examples would include (but are not limited to) being hostile or uncooperative, being a flight risk, having severe charges, needing restraints for court, or being on a 1:1 program. Minors who require a program modification that is not safety or security related will be given an “M” status regardless of their level. Examples would include (but are not limited to) being on a suicide protocol, “no roommate” status, “no kitchen” status, food allergies, or suspension of a level privilege (such as eating up). Only supervisors may place a minor on “R” or “M” status and only supervisors may take minors off of “R” or “M” status.

CHRONOS

Each minor’s behavior will be tracked in a chronological log (Chronos). Chronos are to be done for each minor at the end of both day and swing shifts. First shift staff should also log any notable behaviors occurring during their shift. Information to be logged includes behavior in school, in groups, around personal hygiene, in the kitchen, and around chores, as well as any other noteworthy positive or negative behaviors (e.g., setting a good example, ignoring someone’s teasing, getting a timeout). Additionally, all rule violations are to be logged into the minor’s chrono, rather than on a separate form. Incident reports should also be documented in the chronos. Chronos are the hard data that will be used to determine whether a minor earns or loses a level and are to be brought to the afternoon shift changes for review.

MOVING UP A LEVEL

Moving from a level I to a level II: Once a minor on a level I is assessed by the shift leader and determined not to pose a safety or security risk, the minor is promoted to level II immediately. If, on the other hand, the minor is still a safety or security risk at that time, the minor’s status on level I is reassessed at a later time. Assessment while on level I is to take place at least once every 24 hours, or within the time specified by the shift leader (not to exceed 72 hours) if the minor is on level I due to behavior for which charges were filed.

MOVING UP TO ALL OTHER LEVELS

Once a minor has met the time requirements for the next level, and then at regular intervals after that, the minor’s chronos are reviewed at the afternoon shift meeting. Staff will use a Level Tracking Sheet to determine who is due for level review that day. If the afternoon shift change team determines that the minor has met the behavioral requirements to advance to the next level, he/she is promoted at that time. The ranking member of the afternoon shift change will make final decisions about level promotion or demotion.

MOVING DOWN LEVELS

Moving down to level I: any minor who receives a behavioral incident report will immediately be dropped to a level I. Reflection time may not result in level reductions. If, during any afternoon shift change meeting, it is determined that a minor on level III or higher has clearly and continually failed to meet the general behavioral requirements for his/her current level, the minor may be dropped one level at that time. These decisions should be based on objective data from the chronos. The ranking member of the afternoon shift change will make final decisions about level promotion or demotion. Minors may not be dropped a level at any other time, except in the case of an incident report. If a minor is on level II, he/she may not be dropped to a level I unless the minor has received and incident report.

MAINTAINING A LEVEL

If, after review of a minor's chronos at the afternoon shift change, staff feel that a minor is meeting the expectations of his/her current level but does not meet the behavioral expectations of the next level up, then the minor will remain on his/her current level and will be assessed for level promotion after the appropriate interval of time has passed. This does not apply for promotion from level I to level II.

ROOMMATES AND LEVEL RIGHTS

When two minors are roommates and are at different levels, both minors are allowed only the rights of the lower level while in their room. For example, if a level IV minor is rooming with a level III minor, the minors cannot have the radio on until bedtime (a level IV privilege, but not a level III privilege).

MAIL

You may mail one letter per day at the county's expense. There is no limit on the number of letters you can mail if you use your own stamps. All letters are to be mailed during evening activity time on weekdays and may be mailed during any activity time during the weekend. The staff will hand you an envelope that you need to immediately address. The envelope must contain the minor's full name and the recipient's full name and address. No drawings or notes should be on the envelope. The minor, using his/her true name, in order to insure that another minor did not write the letter, must sign the letter. Minors may not send out another minor's mail. Staff will inspect and initial the envelope. After it is sealed, it is placed in the "To Be Mailed Outgoing Box". Staff will only read your mail if there is probable cause to do so. Probable cause is clear evidence the your mail: advocates the furtherance of a specific criminal act; advocates or encourages specific acts of violence or physical harm to a person(s); contains threats of suicidal intent; advocates or plans for escape; or contains contraband. You are not allowed to keep any enveloped, stickers or stamps in your room. You cannot write to people who you cannot associate with by order of the Court. You may not pass, receive or possess any mail, which does not belong to you, this would be considered note passing. If you are writing to someone in another institution, a Supervisor must approve the mailing of the letter prior to being sent. The Supervisor will tell you that the letter will be read. If you do not want the letter to be read it will be placed in your locker unopened. If you have any questions about your mail, ask the staff to explain the policy to you.

PHOTOGRAPHS

Photographs are allowed in the institution, but the shift leader must approve them and initialed on the back of the photograph. Photographs may not depict any form of gang affiliation, sexual content, drugs and alcohol or anti-social/criminal activity. Photographs cannot be altered to be made appropriate. You are NOT allowed to have photographs of minors currently in custody. No Polaroid photographs are allowed in your room. A maximum of 5 photographs can be displayed in your room around your window. Excess photographs may be placed in your room folder. Photographs are to remain in your room and not shared with others, unless approved by a supervisor.

VISITS

You may visit with your parents at least twice a week for one half hour. Your parents can contact Juvenile Hall by telephoning (805) 781-5389 and make an appointment to come and visit you. They will receive instructions on what they can bring you and how to schedule visits. Anyone other than your legal guardian will need to have prior approval from the Supervisor.

TELEPHONE CALLS

All telephone calls after your rights call will be “collect”. Although there may be instances where a number must be blocked. Telephone calls can be made during activity time with the permission of the shift leader/supervisor.

THINGS TO DO!

There are several activities offered at Juvenile Hall. You may participate in activities depending on your status. If you are on a Modified Program or on Restricted Status, some of the activities may not be available to you. If you are a level I or a level II, you will be going to your room before dinner and may be able to participate in any evening activities. Activities that are offered include: Alcoholics/Narcotics Anonymous, School, Healing Touch, Girl Scouts, Boys and Girls Club, Inside Voices, Peer Leader party for level IV and V, Kitchen Duty and a variety of Religious Services. If you have any questions regarding these activities ask a Level IV, V or staff.